

Mansfield State School



PERMISSION FORMS

STUDENT DETAILS	
Student's Family Name:	
Student's Given Name:	
Entry Year Level:	

PARENT DETAILS	
Parent/Carer 1 Name:	Parent/Carer 2 Name:
Phone contact Home:	Phone contact Home:
Work:	Work:
Mobile:	Mobile:

Please note: We require all of the below documentation before processing your application.
All applications require supporting documents to validate enrolment:

- ✓ **Proof of Identity**
 - The child's Birth Certificate to be sighted
- ✓ **If Born outside of Australia**
 - Passport
 - Visa or Australian Citizenship Certificate
- ✓ **Proof of Address**

If you own the property:

 - Current Brisbane City Rates Notice
 - Current Electricity bill
- ✓ **If you rent a property:**
 - Current signed Lease agreement
 - Current Electricity bill
 - Or Confirmation from Electricity provider of connection to the property
- ✓ **Previous School**
 - 2 most recent Report Cards

Mansfield State School
174 Ham Road, MANSFIELD Qld 4122
Phone: 3421 3888
Email: admin@mansfieldss.eq.edu.au



Mansfield State School



Principal
Majella Frith

Deputy Principals
Sharon Brand
Naveen Lim
Leigh Thomson
Ash Wagh



Mansfield State School

Enrolment Agreement

This enrolment agreement sets out the responsibilities of the student, parents or carers and the school staff about the education of students enrolled at Mansfield State School.

Responsibility of student to:

- attend school on every school day for the educational program in which they are enrolled, on time, ready to learn and take part in school activities
- act at all times with respect and show tolerance towards other students and staff
- work hard and comply with requests or directions from the teacher and principal
- abide by school rules as outlined in the school's Student Code of Conduct, including not bringing items to school which could be considered as weapons (e.g. dangerous items such as knives)
- meet homework requirements and wear school uniform
- respect all school property

Responsibility of parents to:

- ensure your child attends school every school day for the educational program in which they are enrolled
- attend open meetings for parents
- let the school know if there are any problems that may affect your child's ability to learn
- ensure your child completes homework regularly
- inform the school of student absences and reasons for absences in a timely manner
- treat school staff with respect
- support the authority of school staff, thereby supporting their efforts to educate your child and assist your child to achieve maturity, self discipline and self control
- not allow your child to bring dangerous or inappropriate items to school
- abide by school's instructions regarding access to school grounds before, during, and after school hours
- advise school Principal if your student is in the care of the State
- keep the school informed of any changes to student's details, such as student's home address and phone number

Responsibility of school staff to:

- design and implement engaging and flexible learning experiences for individuals and groups
- inform parents and carers regularly about how their children are progressing
- design and implement intellectually challenging learning experiences which develop language, literacy and numeracy
- create and maintain safe and supportive learning environments
- support personal development and participation in society
- foster positive and productive relationships with families and the community
- inform students, parents and carers about what the teachers aim to teach the students each term
- teach effectively and to set the highest standards in work and behaviour
- clearly articulate the school's expectations regarding the Student Code of Conduct and the school's Uniform Policy
- ensure that parents and carers are aware that the school does not have personal accident insurance cover for students
- advise parents and carers of extra-curricular activities operating at the school in which their child may become involved (for example Program of Chaplaincy Services, sports programs, MAD's, Choirs)
- set, mark and monitor homework regularly
- contact parents and carers as soon as is possible if the school is concerned about the child's schoolwork, behaviour, attendance or punctuality
- deal with complaints in an open, fair and transparent manner in accordance with departmental procedure, Complaints Management – State Schools
- treat students and parents with respect



Mansfield State School

Enrolment Agreement (Continued)

The following forms are included in this document:

- State School Consent Form
- Information Communication Technology Access Agreement
- Third Party Website Consent Form
- Student Participation Agreement (BYOD iPad Program)
- Religious Instruction Consent Form
- School Newsletter Application

The following information will be discussed at interview:

- Absences, Late Arrivals, Early Departures
- Accident Cover/Public Liability Insurance
- Student use of mobile phones and other devices
- Temporary removal of student property
- Appropriate use of Social Media
- Preventing and responding to bullying
- Student Resource Scheme
- Complaint Management Policy
- Dress Code - Uniform Policy
- Excursions and Incursions
- Homework Expectations
- School Access
- Student Code of Conduct 2021- 2024 (available on School Website)

I acknowledge that:

- the school's expectations, policies, programs and services as outlined above, have been provided and explained to me; and
- I have read and understood the responsibilities of the student, parents or carers and the school staff

Student Signature:

Parent/Guardian 1 Signature:

Parent/Guardian 2 Signature:

On behalf of Mansfield State School: _____

**** Please sign this page at interview***



Mansfield State School

Introduction to the State School Consent Form for Mansfield State School

This letter is to inform you about how we will use your child's personal information and student materials. It outlines:

- what information we record
- how we will use student materials created during your child's enrolment

Examples of personal information which may be used and disclosed (subject to consent), include part of a person's name, image/photograph, voice/video recording or year level.

Our child's student materials:

- are created by your child whether as an individual or part of a team
- may identify each person who contributed to the creation
- may represent Indigenous knowledge or culture

Purpose of the consent

It is the school's usual practice to take photographs or record images of students, and occasionally to publish limited personal information and student materials for the purpose of celebrating student achievement, to promote the school and more broadly, celebrating Queensland education.

To achieve this, the school may use newsletters, website, traditional media, social media or other new media as listed in the 'Media Sources' section below.

The State School Consent Form may, at your discretion, provide consent for personal information and a licence for the student materials to be published online or in other public forums. It also allows your child's personal information and student materials to be presented in part or alongside other students' achievements.

The school needs to receive consent in writing before it uses or discloses your child's personal information or student materials in a public forum. The attached form is a record of the consent provided.

It should be noted that in some instances the school may be required by the ***Education (General Provisions) Act 2006 (Qld)*** or by law to record, use or disclose the student's personal information or materials without consent (e.g. assessment of student materials does not require further consent).

Voluntary

There will not be any negative repercussions for not completing the State School Consent Form, or for giving limited consent. All students will continue to receive their education regardless of whether consent is given or not.



Mansfield State School

Introduction to the State School Consent Form for Mansfield State School (Continued)

Consent may be limited or withdrawn

Consent may be limited or withdrawn at any time by you.

If you wish to limit or withdraw consent, please notify the school in writing (by email or letter). The school will confirm the receipt of your request via email if you provide an email address.

If in doubt, the school may treat a notice to limit consent as a comprehensive withdrawal of consent, until the limit is clarified to the school's satisfaction.

Due to the nature of the internet and social media (which distributes and copies information), it may not be possible for all copies of information (including images of student materials) once published by consent, to be deleted or restricted from use.

The school may take down content that is under its direct control, however, published information and materials cannot be deleted and the school is under no obligation to communicate changes to consent with other entities/third parties.

Media sources used

The following is a list of online and social media websites and traditional media sources where the school may publish your child's personal information or student materials subject to your consent.

- School website: <https://mansfieldss.eq.edu.au>
- Facebook: <https://www.facebook.com/mansfieldss>
- Local Newspaper
- School Newsletter: refer to the school website
- Traditional and online media, printed materials, digital platforms' promotional materials, presentations and display

The State School Consent Form does not extend to P&C run social media accounts or activities, or external organisations.

Duration

The consent applies for the period of enrolment or another period as stated in the State School Consent Form, or until you decide to limit or withdraw your consent.

During the school year, there may be circumstances where the school or Department of Education may seek additional consent.

Who to contact?

To retract a consent, express a limited consent or withdraw consent, please contact:
admin@mansfieldss.eq.edu.au

Mansfield State School

State School Consent Form

1 IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES

- Parent/carer to complete
- Mature/independent students may complete on their own behalf (if under 18 a witness is required).

(a) Full name of individual:

(b) Date of birth:

(c) Name of school:

(d) Name to be used in association with the person's personal information and materials* (please select):

Full Name First Name No Name Other Name

* Please note, if no selection is made, only the Individual's first name will be used by the school. However, the school may choose not to use a student's name at its discretion.

** For school photos Full Name will be used unless a limitation is given in Section 5 below.

2 PERSONAL INFORMATION AND MATERIALS COVERED BY THIS CONSENT FORM

(a) Personal information that may identify the person in section 1:

- ▶ Name (as indicated in section 1) ▶ Image/photograph ▶ School name
- ▶ Recording (voices and/or video) ▶ Year level

(b) Materials created by the person in section 1:

- ▶ Sound recording ▶ Artistic work ▶ Written work ▶ Video or image
- ▶ Software ▶ Music score ▶ Dramatic work

3 APPROVED PURPOSE

If consent is given in section 6 of the form:

- The personal information and materials (as detailed in section 2) may be recorded, used and/or disclosed (published) by the school, the Department of Education (DoE) and the Queensland Government for the following purposes:
 - Any activities engaged in during the ordinary course of the provision of education (including assessment), or other purposes associated with the operation and management of the school or DoE including to publicly celebrate success, advertising, public relations, marketing, promotional materials, presentations, competitions and displays.
 - Promoting the success of the person in section 1, including their academic, sporting or cultural achievements.
 - Any other activities identified in section 4(b) below.
- The personal information and materials (as detailed in section 2) may be disclosed (published) for the above purposes in the following:
 - the school's newsletter and/or website;
 - social media accounts, other internet sites, traditional media and other sources identified in the 'Media Sources' section of the explanatory letter (attached);
 - year books/annuals and school photographs;
 - promotional/advertising materials; and
 - presentations and displays.

4 TIMEFRAME FOR CONSENT

School representative to complete.

(a) Timeframe of consent: duration of enrolment.

(b) Further identified activities not listed in the form and letter for the above timeframe: N/A

5 LIMITATION OF CONSENT

The Individual and/or parent wishes to limit consent in the following way:

Mansfield State School

State School Consent Form (Continued)

6 CONSENT AND AGREEMENT

► CONSENTER – I am (tick the applicable box):

- parent/carer of the identified person in section 1
 the identified person in section 1 (if a mature/independent student or employee including volunteers)
 recognised representative for the Indigenous knowledge or culture expressed by the materials

I have read the explanatory letter, or it has been read to me. I have had the opportunity to ask questions about it and any questions that I have asked have been answered to my satisfaction. By signing below, I consent to the school recording, using and/or disclosing (publishing) the personal information and materials identified in section 2 for the purposes detailed in section 3.

By signing below, I also agree that this State School Consent form is binding. For the benefit of having the materials (detailed in section 2) promoted as DoE may determine, I grant a licence for such materials for this purpose. I acknowledge I remain responsible to promptly notify the school of any third party intellectual property incorporated into the licensed materials. I accept that attribution of the identified person in section 1 as an author or performer of the licensed materials may not occur. I accept that the materials licensed may be blended with other materials and the licensed materials may not be reproduced in their entirety.

Print name of student

Print name of consenter

Signature or mark of consenter

Date

Signature or mark of student (if applicable)

Date

SPECIAL CIRCUMSTANCES

If the form is required to be read out (whether in English or in an alternative language or dialect) to a parent/carer or Individual student; or when the consenter is an independent student and under 18 the section below must be completed.

► WITNESS – for consent from an independent student or where the explanatory letter and State School Consent Form were read

I have witnessed the signature of an independent student, or the accurate reading of the explanatory letter and the State School Consent Form was completed in accordance with the instruction of the potential consenter. The individual has had the opportunity to ask questions. I confirm that the individual has given consent freely and I understand the person understood the implications.

Print name of witness

Signature of witness

Date

► Statement by the person taking consent – when it is read

I have accurately read out the explanatory letter and State School Consent Form to the potential consenter, and to the best of my ability made sure that the person understands that the following will be done:

1. the identified materials will be used in accordance with the State School Consent Form
2. reference to the identified person will be in the manner consented
3. in accordance with procedures DoE will cease using the identified materials from the date DoE receives a written withdrawal of consent.

I confirm that the person was given an opportunity to ask questions about the explanatory letter and State School Consent Form, and all the questions asked by the consenter have been answered correctly and to the best of my ability. I confirm that the individual has not been coerced into giving consent, and the consent has been given freely and voluntarily.

A copy of the explanatory letter has been provided to the consenter.

Print name and role of person taking the consent

Signature of person taking the consent

Date

Privacy Notice

The Department of Education (DoE) is collecting your personal information on this form in order to obtain consent for the use and disclosure of the student's personal information. The information will be used and disclosed by authorised school employees for the purposes outlined on the form. Student personal information collected on this form may also be used or disclosed to third parties where authorised or required by law. This information will be stored securely. If you wish to access or correct any of the personal student information, please contact your student's school in the first instance.

Uncontrolled copy. Refer to the Department of Education Policy and Procedure Register at <https://ppr.qed.qld.gov.au/pp/obtaining-and-managing-student-and-individual-consent-procedure> to ensure you have the most current version of this document.



Queensland
Government



Mansfield State School

Information Communication Technology (ICT) Access Agreement

School network usage and access statement requirement of Acceptable Use of the Department's Information, Communication and Technology (ICT) Network and Systems

Student

I understand that the Internet can connect me to useful information stored on computers around the world.

While I have access to computers, iPads and the internet:

- I will use them only for educational purposes.
- I will not record conversations or daily activities by taking photos or video footage that will invade someone's privacy.
- I will not look for anything that is illegal, dangerous or offensive on the internet.
- I will not download, distribute or publish inappropriate messages, pictures or videos.
- If I accidentally come across something that is illegal, dangerous or offensive, I will:
 - (a) Clear any offensive pictures or information from my screen; and
 - (b) Immediately, quietly, inform my teacher or tell my parents/guardians if I am at home.
- I will not reveal my own name (or others'), home address or phone number (or others') when on the internet.
- I will not use another student or staff member's username or password to access the school network.
- I will not use language that annoys, threatens or offends anyone else.
- I will not damage computers, iPads, printers or network equipment.
- I will not use a personal device at school except with permission from my teacher and the principal or as part of the BYOD iPad Program.

I understand that if the school decides I have broken these rules, appropriate action will be taken as per the Student Code of Conduct. This may include loss of my access to computers, iPads and internet for a period of time.

Student's name: _____

Student's signature: _____ Date: _____

Parent or Guardian

- I recognise that ICT, including access to and use of the internet and email, are essential tools for schools in the provision of innovative educational programs.
- I understand that:
 - the Department of Education and Training monitors access to and usage of their ICT network. For example, email monitoring will occur to identify inappropriate use, protect system security and maintain system performance. Use of the school's ICT network is secured with a unique student username and password.
 - use of computers, iPads and the internet gives access to information on servers around the world; that the school cannot control what is on those servers; and that a very small part of that information may be illegal, dangerous or offensive.
 - the department has adopted an internationally recognised web filtering system and is continually enhancing its systems to ensure the safety of students and staff, but web filtering is no substitute for the ongoing vigilance of caregivers.
 - the school will educate students regarding cyber bullying, safe internet and email practices, copyright and health and safety regarding the physical use of ICT devices.
- I accept that teachers will always exercise their duty of care, but protection against exposure to harmful information should ultimately depend upon responsible use by students.
- I will advise the school if any inappropriate material is received by my student/child that may have come from the school or from other students.
- I believe _____ (*Name of student*) understands this responsibility, and I hereby give my permission for him/her to access computers, iPads and the internet under the school rules. I understand that students breaking these rules will be subject to appropriate action by the school in line with the school's Student Code of Conduct. This may include loss of Internet, computer and iPad access for a period of time.

Parent/Guardian's name: _____

Parent/Guardian's signature: _____ Date: _____



Mansfield State School

Third Party Website Consent Form

The use of web based educational resources at Mansfield State School has risen steadily over the last decade and are increasingly being used by teachers across Queensland to improve student learning outcomes.

Our school and teachers make decisions about the best technology to meet the needs of our students. Sometimes it is beneficial for students to utilise services provided by third party web-based providers.

Mansfield State School wishes to utilise the third-party web-based service providers listed below to aid students learning. For your child to use the services, the teacher will need to register them as a user. Registering with these providers requires student personal information to be disclosed to the provider of the service. In the case of the services outlined below, they are private companies that are hosted onshore in Australia and outside of Australia. Outside of Australia means that data that is entered to register for these sites will be stored on servers that are not based in Australia and therefore are not bound by Queensland's privacy laws. Registration may include disclosing the following information about your student:

- Student Name
- Student ID
- Age
- Year group
- Class Teacher and/or
- Student email

In order to continue to use these online services at Mansfield we will need your permission for the registration and use of these sites for your child to use.

Before you complete this consent form it is important that you understand the reasons that these websites collect this information, what will be done with it, who else may have access to it and where the data is stored. This information can be found in the hyperlinks below referring to each website's terms and conditions and/or privacy policy.

Please read these and ensure that you understand the implications of using this service before giving your consent. If you have any queries around the storage of student's information, please feel free to contact *Adam Bell-Booth (Digi Tech)* on abell231@eq.edu.au

Below are the third-party web-based service providers

Service Name: Reading Eggs

URL: <https://readingeggs.com.au>

Data Hosting: Offshore (outside of Australia)

Purpose of use: Reading Eggs is an early childhood online literacy and numeracy education program.

Terms of use: <https://readingeggs.com.au/terms>

Privacy policy: <https://readingeggs.com.au/privacy/>

Service Name: Reading Eggspress

URL: <https://readingeggspress.com.au/>

Data Hosting: Offshore (outside of Australia)

Purpose of use: Reading Eggspress is an online literacy and numeracy education program.

Terms of use: <https://readingeggs.com.au/terms>

Privacy policy: <https://readingeggs.com.au/privacy/>

Service Name: Mathletics and Spellodrome

URL: <https://www.mathletics.com/au/>

<http://au.spellodrome.com/#/home>

Data Hosting: Offshore (outside of Australia) – USA

Purpose of use: 3P Learning Mathletics and Spellodrome are web-based services, which encourages independent learning and the development of critical spelling and math awareness. It also provides features like rewards and certificates to keep students motivated through a wide range game.

Terms of use: <https://www.3plearning.com/terms/>

Privacy policy: <https://www.3plearning.com/privacy/>

Third Party Website Consent Form (Continued)

Service Name: ClassDojo

URL: <https://www.classdojo.com/en-gb>

Data Hosting: Offshore (outside of Australia)

Purpose of use: ClassDojo connects teachers with students to build online classroom communities which can be shared with parents. Teachers can use this application for classroom tools, reward systems, student digital portfolios and to share classroom updates and student work.

Terms of use: <https://www.classdojo.com/en-gb/terms/>

Privacy policy: <https://www.classdojo.com/en-gb/privacy/>

Service Name: Book Creator

URL: <https://bookcreator.com/>

Data Hosting: Offshore (outside of Australia)

Purpose of use: This service allows users to create and collaborate on digital books by combining audio, visual and text elements.

Terms of use: <https://bookcreator.com/terms-of-service/>

Privacy policy: <https://bookcreator.com/pp-row/>

Service Name: Epic!

URL: <https://www.getepic.com/educators>

Data Hosting: Offshore (outside of Australia)

Purpose of use: Online library of teacher created collections featuring eBooks, videos and quizzes. Teachers can track students' progress through the resources and activities.

Terms of use: <https://www.getepic.com/tos>

Privacy policy: <https://www.getepic.com/privacy>

Service Name: VocabularySpellingCity (Vkidz Inc)

URL: <https://www.spellingcity.com/>

Data Hosting: Offshore (outside of Australia)

Purpose of use: Vocabulary Spelling City provides lessons in spelling and vocabulary that includes word games with some audio components. Sample word lists for students includes sight words, sound-alike words, analogies, prefix/suffix words and mathematics/science/social science vocabulary.

Terms of use: <https://www.spellingcity.com/terms-of-service.html>

Privacy policy: <https://www.spellingcity.com/privacy-policy.html>

Service Name: Austnews - ePublisher

URL: <https://epublisher.net.au/app/>

Data Hosting: Onshore (in Australia)

Purpose of use: Austnews-ePublisher enables schools to create and distribute school newsletters to the school community. The newsletter platform enables staff to directly contribute and submit videos, photos, news and other interactive content for approval and publication.

Terms of use: <https://epublisher.net.au/public/orderform/frmschooldetail>

Privacy policy: <https://epublisher.net.au/public/orderform/frmschooldetail>

Service Name: Showbie

URL: <https://www.showbie.com/>

Data Hosting: Offshore (outside of Australia)

Purpose of use: Showbie is a learning management system and classroom workflow application. This service provides file sharing and collaboration features with assessment, communication and sharing tools for use within a classroom community.

Terms of use: <https://www.showbie.com/terms/>

Privacy policy: <https://www.showbie.com/privacy/> and <https://support.showbie.com/en/articles/1737458-data-processor-agreement>

Additional consent is being sought for the following reasons:

- Student image, video, and/or recording are stored
 - Student works are stored
-

Third Party Website Consent Form (Continued)

Service Name: Seesaw

URL: <http://seesaw.me>

Data Hosting: Offshore (outside of Australia)

Purpose of use: A digital portfolio that enables students to create, reflect on, and share their learning process in conjunction with teachers and family members. Teachers can share photos, videos, links and files in private messages to family members or announcements to the whole class.

Terms of use: <https://web.seesaw.me/terms-of-service>

Privacy policy: <https://web.seesaw.me/privacy>

Additional consent is being sought for the following reasons:

- Student image, video, and/or recording are stored
- Student works are stored

Service Name: Scratch (MIT Scratch)

URL: <https://scratch.mit.edu/>

Data Hosting: Offshore (outside of Australia)

Purpose of use: Scratch is a block-based visual programming tool and online learning community that allows users to program and share interactive media such as stories, games and animations.

Terms of use: https://scratch.mit.edu/terms_of_use

Privacy policy: https://scratch.mit.edu/privacy_policy

Service Name: ACER Online Assessment and Reporting (OARS)

URL: <https://oars.acer.edu.au>

Data Hosting: Onshore (in Australia)

Purpose of use: ACER is a recognised international leader in the development and provision of high quality assessment and reporting tools and services for schools, universities, and TAFE institutes. Educators can purchase and administer online assessments including PAT Maths, Reading, Spelling, Vocabulary, Grammar and Punctuation, Science through this service.

Terms of use: <https://oars.acer.edu.au/terms-conditions>

Privacy policy: <https://www.acer.org/privacy>

Service Name: Sunshine Classics

URL: <https://www.sunshineclassics.com.au/>

Data Hosting: Offshore (outside of Australia)

Purpose of use: Sunshine Classics is an early online literacy education program.

Terms of use: <https://www.sunshineclassics.com.au/terms.php>

Privacy policy: <https://www.sunshineclassics.com.au/privacyPolicy.php>

Service Name: ClickView

URL: <https://www.clickview.com.au>

Data Hosting: Onshore (in Australia)

Purpose of use: ClickView produces curriculum-aligned video and interactive content for teachers and students.

Terms of use: <https://www.clickview.com.au/clickview-online-terms/>

Privacy policy: <https://www.clickview.com.au/privacy-policy/>

Service Name: Sora

URL: <https://www.overdrive.com/apps/sora/>

Data Hosting: Offshore (outside of Australia)

Purpose of use: eBooks and audio books online library.

Terms of use: https://company.cdn.overdrive.com/policies/terms-and-conditions.htm?_ga=2.214806549.347073822.1631057487-1693381837.1631057487

Privacy policy: https://company.cdn.overdrive.com/policies/privacy-policy.htm?_ga=2.173438753.347073822.1631057487-1693381837.1631057487

Service Name: Cengage

URL: <https://au.cengage.com/>

Data Hosting: Offshore (outside of Australia)

Purpose of use: Online reading diagnostic assessment software.

Terms of use: <https://cengage.com.au/corporate-home/help/using-this-site/terms-and-conditions>

Privacy policy: <https://cengage.com.au/privacycentre>



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Third Party Website Consent Form (Continued)

Please circle your choice (or cross out which does not apply) to your child's information being provided to each of the third-party providers for the provision of an educational service.

Reading Eggs	Do Consent / Do Not Consent
Reading Eggspress	Do Consent / Do Not Consent
Mathletics and Spellodrome	Do Consent / Do Not Consent
ClassDojo	Do Consent / Do Not Consent
Showbie	Do Consent / Do Not Consent
Book Creator	Do Consent / Do Not Consent
Epic	Do Consent / Do Not Consent
Vocabulary SpellingCity	Do Consent / Do Not Consent
Austnews - ePublisher	Do Consent / Do Not Consent
Seesaw	Do Consent / Do Not Consent
Scratch	Do Consent / Do Not Consent
ACER Online	Do Consent / Do Not Consent
Sunshine Classics	Do Consent / Do Not Consent
ClickView	Do Consent / Do Not Consent
Sora	Do Consent / Do Not Consent
Cengage	Do Consent / Do Not Consent

As a parent or guardian of this student, I have read the terms of use and privacy policy of each of the websites listed. I understand that my student's personal information will be provided to these third-party software providers for the purpose of my student's registration and use of the software programs and that this information may be stored outside of Australia.

Student Name: _____

2022 Student Year Level: _____

Parent Name: _____

Parent Signature: _____

Date: _____



Mansfield State School

BYOD iPad program

In 2022, we will be continuing our BYOD iPad program for students in Years 2-6. This has been a successful program in supporting students with digital literacies, extending their higher order thinking skills and providing a platform for our students to be citizens in a digital world.

The Student Participation Agreement form attached is for all students and parents at Mansfield State School who are intending to participate in the BYOD iPad Program for students in Year 2 through to Year 6 in 2022.

Our current BYOD iPad Program and the integrated use of digital devices in the classroom supports the higher order thinking and problem solving skills needed of our students for the digital world around them.

The **minimum** specifications we request for students bringing their own iPad are listed below.

- iPad (***8th generation 2020 or newer***) 128GB minimum approximately \$650
- **Wi-Fi only** (4G or 5G connection is not allowed at school, microchip must be removed)
- Robust case and screen protector
- Carry Bag (protected from food and water spillages)
- Stylus (optional)
- Headphones
- Apps downloaded as per year level list (cost approximately \$20 from your personal iTunes account, managed at home)

If you have decided for your child to participate in the 2022 BYOD iPad Program, please complete the Student Participation Agreement and return it to the school office. The required 2022 year level app lists will be available on the school's website before the end of the year.



Mansfield State School

Student Participation Agreement (BYOD iPad Program) Memorandum of Understanding (MOU)

General Use

1. I understand it is recommended that I **bring my personal iPad to school each day**.
2. I will ensure all school apps, ***including paid apps*** from the 'Year Level App List' **are downloaded on my iPad**.
3. I will ensure the **iPad is charged** with a least 80% charge and ready to use at the beginning of each school day.
4. I will hold the **iPad with two hands** when carrying it and **will walk** with it at all times.
5. I will **ensure my iPad is kept in my school bag on my trip to and from school**.
6. I will **keep food and drinks away** from my iPad at school.
7. I will **immediately report any accidents or breakages** to my parents and teachers.
8. I will seek permission from individuals prior to taking photos and recording sound or video and only as part of a learning experience.
9. I will follow all staff directions in relation to the use of my iPad.

Content

1. I will use the iPad only to **support my school learning program** whilst at Mansfield State School.
2. I permit my teachers and parents to **perform checks** to monitor that I have not installed illegal / unsuitable software applications and content and to check the websites which I visit. I understand there will be **consequences** for inappropriate use including, but not limited to, loss of privilege of using the iPad for a period of time.
3. I am responsible to ensure my iPad is **backed up**.

Safety and Security

1. Whilst at school, I will only connect my iPad to Education Queensland's Managed Internet Service. I am ***not permitted*** to access 4G/5G internet at school.
2. Whilst at school, I will **only go to websites at school** that support my learning activities.
3. I will only use my **school email account** for mail related to my learning.
4. I will be **cybersafe** and **cyber smart** when using the internet.
5. I will demonstrate **etiquette** when using my iPad / other equipment with regards to other people.
6. I will **only take photos and record sound and video** when granted permission by my teacher.
7. The school name, crest or uniform must not be used in any way which would result in a negative impact for the school and its community. I will not post photos, audio or video of these.
8. I will use my iPad lawfully and in accordance with the *Mansfield State School ICT Access Agreement* and School's values and expectations. I understand that failure to do so will result in action being taken by school staff in line with the Student Code of Conduct.
9. For security reasons, I am **not to share account names and passwords** with anyone unless requested by *Mansfield State School* staff when servicing the iPad.
10. I am **responsible for the security and use of my iPad while at Mansfield State School**. iPads will remain in classrooms when not in use under teacher supervision.

I am aware that non-compliance or irresponsible behaviour, as per the intent of the Student Code of Conduct, will result in consequences relative to the behaviour, to be determined by the school.

I understand that these expectations also apply when using other school technology equipment.

Name of Student: _____

Student Signature: _____

Name of Parent: _____

Parent Signature: _____

Date: _____



Mansfield State School

Religious Instruction Classes

Queensland state schools embrace a multitude of cultural, religious and non-religious beliefs. Under the Education (General Provisions) Act 2006, schools are to provide Religious Instruction (RI) if approached by a faith group seeking to provide RI and students of that faith attend the school.

RI informs students about the beliefs and values of a particular religion. It is delivered by volunteers of a faith group using instructional materials approved by that faith group. RI is required to be consistent with legislation and Department of Education policies and procedures.

All RI instructors must hold a blue card and participate in compulsory Student Protection and Code of Conduct training. RI instructors are only entitled to deliver the RI program outlined below. A school staff member will be present during the delivery of RI.

Participation in RI is not compulsory. Any student (except Prep students) may participate in RI if a parent has provided written instructions to the school. Students are allocated to RI based on information provided by parents on the completed Application for Student Enrolment unless other written instructions have been provided to the school.

Note: This consent remains in effect unless the parent informs the school otherwise in writing.

CHRISTIAN RELIGIOUS INSTRUCTION

Participating faith groups: Local Christian Churches come together to offer Christian RI on a cooperative and non-denominational basis. These local churches may, amongst others, include Anglican, Australian Christian Churches, Baptist, Lutheran, Catholic, Presbyterian, Brisbane Chinese Alliance, Greek Orthodox, Fellowship of Independent Evangelical Churches and Uniting Churches.

Authorized program: Connect

Aims and goals: The aim of Christian RI is to inform students about the basic beliefs of the Christian faith from a non-denominational perspective.

Lesson structure: Lessons will typically run for 25 minutes per week.

[Christian RI Information Brochure \(PDF\)](#)

ISLAMIC RELIGIOUS INSTRUCTION

[Multi-Faiths RI Information Brochure \(PDF\)](#)

Parents of students participating in these programs will be advised if a faith group requires funds to cover the expense of materials used in RI.

Other Instruction

Students who are not participating in RI will be provided with other instruction in a separate supervised location. Other instruction must relate to part of a subject area already covered in class and may include:

- personal research and/or assignments
- revision of class work such as creative writing or literacy and/or numeracy activities which could include online programs currently accessed by the students.
- wider reading such as independent reading appropriate to the student.

Parents will be advised of any changes to the RI and other instruction programs to ensure they are able to make an informed decision on their child's participation.



Mansfield State School

Parent Permission for Religious/Other Instruction during school hours

Student Name: _____

Permission to attend Christian Cooperative Lessons

I have been informed and understand that my child will be allocated to the 30 minute non-denomination religious instruction class being provided at Mansfield State School. I have been informed that lessons will be based on Christian Cooperative and Connect programs.

Parent/Guardian Signature: _____ Date: _____

Permission to attend Islamic Lessons

I have been informed and understand that my child will be allocated to the 30 minute Islamic studies class being provided at Mansfield State School.

Parent/Guardian Signature: _____ Date: _____

Permission to attend Other Instruction

I give permission for my child to attend Other Instruction during the Religious Instruction allocated 30 minutes at Mansfield state School.

Parent/Guardian Signature: _____ Date: _____



Mansfield State School

School Newsletter Application

Mansfield State School's newsletter is emailed to parents and carers each fortnight on a Wednesday. The newsletter covers events, announcements and important dates, so it is crucial that your email is kept up to date. Our newsletter is written by the school and distributed by an external company.

By providing your email, you are giving permission for the school to give your email address to this company for the purpose of newsletter distribution only.

The school newsletter can be translated to different languages to accommodate for all families. This can be accessed through the 'translate' tab on the newsletter website.

Please fill out this slip during your interview and return to the office for processing. Your information will be kept confidentially within your child's enrolment package.

If you have any further questions, please contact the school office by telephone on (07) 3421 3888.

Student Name: _____ **Class:** _____

Sibling Name/s: _____ **Class/es:** _____

Parent 1

Name: _____ **Email:** _____

Parent 2

Name: _____ **Email:** _____

Please note: There can be no more than two emails for each distribution, and addresses are to be used for Mansfield State School's weekly newsletter distribution only.



Mansfield State School

ANTI-BULLYING CONTRACT

The Anti-Bullying Contract provides a clear outline of the way our community at Mansfield State School works together to establish a safe, supportive and disciplined school environment. This contract is provided to all students and their parents upon enrolment, and may be revisited with individual students if particular problems around bullying arise.

Mansfield State School – Anti Bullying Contract

We agree to work together to improve the quality of relationships in our community at Mansfield State School. It is through intentional consideration of our behaviour and communication that we can reduce the occurrence of bullying, and improve the quality of the schooling experience for everyone.

The agreed national definition for Australian schools describes bullying as

- ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behaviour that intends to cause physical, social and/or psychological harm;
- involving an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening;
- happening in person or online, via various digital platforms and devices and it can be obvious (overt) or hidden (covert). Bullying behaviour is repeated, or has the potential to be repeated, over time (for example, through sharing of digital records);
- having immediate, medium and long-term effects on those involved, including bystanders. Single incidents and conflict or fight between equals, whether in person or online, are not defined as bullying.

We believe that no one deserves to be mistreated and that everyone regardless of race, colour, religion, immigration status, nationality, size, gender, popularity, athletic capability, academic outcomes, social ability, or intelligence has the right to feel safe, secure, and respected.

I agree to:

- Treat everyone with kindness and respect.
- Abide by the school's anti-bullying policies and procedures.
- Support individuals who have been bullied.
- Speak out against verbal, relational, physical bullying and cyber bullying.
- Notify a parent, teacher, or school administrator when bullying does occur.

Student Name:

Student's signature:

Parent Name:

Parent's signature:

School representative name:

School representative signature:

Date